

VACANCY NOTICE

CS-376
REV(1/11)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: PROFESSIONAL SERVICES COORDINATOR	CLASSIFICATION CODE: 02503400
	SALARY RANGE: \$65249- 73966 / AB34A	REFERENCE POSITION NO.: 1051-10500- 158
	Department or Agency Name BHDDA	APPLICATION PERIOD: 12/5/12 TO 12/11/12
	Division/Section/Unit Developmental Disabilities	GRACE PERIOD ENDS 12/14/12 AT 4:00 PM
	Assignment(s) / Comments	
	Shift and Days: 1st shift Monday-Friday Job Location: Cranston	
	Restrictions/Limitations: LTPS - Subject to return of incumbent	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: RIASSE Local 580	
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Responsible for the coordination of the delivery of all professional services by planning, supervising and organizing the work of the heads of professional disciplines in providing diagnosis and treatment to the developmentally disabled; to coordinate clinical services, especially where persons exhibit severe behavioral difficulties; to coordinate a statewide resource network which provides critical information to parents, consumers and providers; to provide training and technical support to staff of state and contractor operated programs; to administer provider certifications. Also, responsible for the administrative oversight of the SLA program; assist with coordination for emergency respite; assist with residential tracking and vacancy list; assist with the review of plans for funding; assist with audits to providers; assist with review of elements of a behavior plan and behavior manuals submitted by licensed DD providers and to do related work as required..	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	EDUCATION: Such as may have been gained through; possession of a Master's Degree from an accredited institution of higher education in a Human Service Field; and or EXPERIENCE: Such as may have been gained through considerable employment in a responsible capacity in the human service field, including experience in a clinical coordinating capacity. Or, Any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Florence Mercurio	Fax and e-mail bids will no longer be accepted
	OHHS Human Resources Service Center	
	Benjamin Rush Bldg.	TTY/TDD # 711
	55 Howard Avenue, Floor #2	(Telecommunication Device for the Deaf)
	Cranston, RI 02920	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER